

[Company Letterhead / Logo]

[Date]

[Regulatory Authority Name]

[Department Name]

[Address Line 1]

[City, State, Zip Code]

**RE: Notification of Material Change in Vendor Service Level Agreement (SLA)**

Dear [Name of Contact Person or Department],

In accordance with [Insert Applicable Regulation or Statutory Requirement], [Company Name] is formally notifying you of a material change to our Service Level Agreement (SLA) with our critical third-party vendor, [Vendor Name].

**1. Description of Change:**

[Provide a concise description of the modification, e.g., changes to uptime guarantees, recovery time objectives (RTO), or data processing speeds].

**2. Reason for Change:**

[Briefly explain why the change is occurring, e.g., vendor infrastructure migration, contract renegotiation, or service restructuring].

**3. Effective Date:**

The modified SLA terms are scheduled to take effect on [Date].

**4. Impact Assessment and Risk Mitigation:**

[Company Name] has conducted a risk assessment regarding this change. We have determined that the impact on our regulated operations is [minimal/managed]. Mitigation steps include [describe steps such as increased monitoring, updated contingency plans, or secondary vendor arrangements].

**5. Contact Information:**

Should you require further information or documentation regarding this update, please contact [Name] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Authorized Officer]

[Title/Position]

[Company Name]